



BRANDON SCHOOL DIVISION

June 22, 2016

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

TO BE HELD MONDAY, JUNE 27, 2016
7:00 P.M.

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere
Secretary-Treasurer

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

1.03 Adoption of Minutes of Previous Meetings

- a) Regular Board Meeting, June 13, 2016.
Adopt.

2.00 GOVERNANCE MATTERS:

2.01 Presentations for Information

- a) Winner Recognition – 2016 Westman Journal High School Athletic Awards:
- Female Athlete of the Year
 - Male Athlete of the Year
 - Team Award

2.02 Reports of Committees

- | | |
|--|-----------|
| a) Brandon School Division Retirement Dinner | M. Sefton |
| b) Facilities & Transportation Committee Meeting | G. Buri |

2.03 Delegations and Petitions**2.04 Communications for Action**

- a) Miss Alice Rooke, grade 9 student, Vincent Massey High School, received June 9, 2016, addressed to the Board of Trustees, requesting financial assistance to attend the international GYI Food Prize Conference in Des Moines, Iowa from October 12 to 16, 2016. Alice explains that she has been selected to represent Manitoba at this conference to discuss the matter of food security in an effort to combat global hunger. At the symposium Alice will be presenting her ideas to world class experts, leaders and students from around the world, as well as interact with Nobel and World Food Prize Laureates. Alice notes she will be honoured to represent the Province of Manitoba, the City of Brandon, the Brandon School Division and Vincent Massey High School at this event. (Appendix 'A')

Refer Business Arising.

2.05 Business Arising**- From Previous Delegation****- From Board Agenda**

Correspondence from Alice Rooke, grade 9 student, Vincent Massey High School, requesting financial assistance to attend the international GYI Food Prize Conference in Des Moines, Iowa in October 2016.

Refer Motions.

- MSBA issues (last meeting of the month)**- From Report of Senior Administration**

- a) School Reports:
- NIL
- b) Learning Support Services Report:
- Anti-Bullying Initiatives at Alexander School – Presentation by Shelley Cords, Principal and Tammy Ballingall, Guidance Counsellor, Alexander School.
- c) Items from Senior Administration Report:
- Brandon Schools Instrumental Music Association (BSIMA) Agreement – Refer motions.
 - Big Brothers and Sister of Brandon Mentoring Program – Refer motions.
 - COR Enterprises – Academic Program – Refer Motions.
 - Vincent Massey High School Off-Site Activity Request (Des Moines) – Refer Motions
 - The Manitoba Public School Employees Dental & Extended Health Benefits Plan
 - Recognition of Trade Experience – Refer Motions

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

- 78/2016 That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.
- 79/2016 That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.
- 80/2016 That the Service Purchase Agreement between COR Enterprises Inc. and Brandon School Division for the delivery of an Academic Program developed by the Division in partnership with COR Enterprises Inc. for a Level III student for the 2016-2017 school year be approved in the amount of \$21,130 for the period September 6, 2016 to June 30, 2017; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.
- 81/2016 That the trip involving one (1) female Vincent Massey geography student in grade 10 to make a trip to Des Moines, Iowa from October 12 to October 16, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.
- 82/2016 That the request for financial assistance for a female Vincent Massey grade 10 geography student to attend the GYI Food Prize Conference in Des Moines, Iowa from October 12 to October 16, 2016 be approved in the amount of \$400.
- 83/2016 That the Collateral Agreement and the Letter of Agreement between the Brandon Teachers' Association and The Brandon School Division with respect to the Extended Health and Dental Plan premiums for the 2016-2017 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.
- 84/2016 That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, for a total of 6 (six) increments for work related experience be recognized for Mr. Trent J. Sloane.
- 85/2016 That the tender from Flynn Canada Ltd in the amount of \$187,204 (plus GST) for the south end roof replacement at the Division Administration Office, as recommended by Agassiz Consulting Group Ltd., be accepted.

2.08 Bylaws**2.09 Giving of Notice****2.10 Inquiries**

- Trustee Inquiries

3.00 ADMINISTRATIVE INFORMATION:**3.01 Report of Senior Administration**

3.02 Communications for Information

- a) Alison Johnston, President, Brandon Teachers' Association, June 7, 2016, addressed to Dr. Michaels, Superintendent, providing an updated listing of the officers of the Brandon Teachers' Association for the term beginning July 1, 2016 and continuing to June 30, 2017 as follows:

Peter Buehler	President
Cale Dunbar	Vice-President
Lionel Ogg	Treasurer
Alison Johnston	Secretary
Tammy Tutkaluk	Member-at-Large

The Chairs of Standing Committees of the Association are also provided. (Appendix 'B')
Receive and file.

3.03 Announcements

- a) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, July 11, 2016, Boardroom.

4.00 IN CAMERA DISCUSSION

4.01 Student Issues

- Reports
- Trustee Inquiries

4.02 Personnel Matters

- Reports
 - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

4.04 Board Operations

- Reports
- Trustee Inquiries

5.00 ADJOURNMENT



BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M., MONDAY, JUNE 13, 2016.

PRESENT:

Mr. M. Sefton, Chairperson, Dr. L. Ross, Vice-Chairperson, Ms. S. Bambridge, Mr. P. Bartlette, Mrs. P. Bowslaugh, Mr. G. Buri, Mr. G. Kruck, Mr. J. Murray.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration: Mr. M. Gustafson, Assistant Superintendent, Mr. G. Malazdrewicz, Assistant Superintendent, Ms. E. Jamora, Assistant Secretary-Treasurer.

REGRETS:

Mr. K. Sumner, Dr. D. M. Michaels, Superintendent/CEO, Ms. B. Switzer, Director of Human Resources.

The Chairperson called the meeting to order at 7:00 p.m. and welcomed everyone in attendance.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Reference to Statement of Board Operations

1.02 Approval of Agenda

Mr. Denis Labossiere, Secretary-Treasurer, noted he had one late motion and one Personnel item for In-Camera.

Trustee Bowslaugh noted she had two items for In-Camera.

Trustee Sefton noted he had one item for In-Camera.

Ms. Bambridge – Mr. Kruck
That the agenda be approved as amended.
Carried.

1.03 Adoption of Minutes of Previous Meetings

- a) The Minutes of the Regular Board Meeting held May 24, 2016 were circulated.

Mr. Murray – Mr. Buri
That the Minutes be approved as circulated.
Carried.

- b) The Minutes of the Special Board Meeting held May 25, 2016 were circulated.

Mr. Kruck – Mr. Bartlette

That the Minutes be approved as circulated.

Carried.

2.00 GOVERNANCE MATTERS:

2.01 Presentations For Information

Ms. Mallorie Patience, former Vincent Massey High School Student, received Board recognition and the prize for her winning submission in the Friends of Education Fund logo contest. Trustee Sefton presented Mallorie with her prize and they discussed where her inspiration came from. Mallorie responded that it was a class project and that she wanted it to be different from the last logo used. She added that the doves in the logo signify peace, love, etc and that one bird is larger than the other one, which could mean that it is teaching or mentoring the smaller bird. Trustee Sefton congratulated Mallorie on behalf of the Board and thanked her for attending the meeting.

2.02 Reports of Committees

- a) Education Committee Meeting

The written report of the Personnel Committee meeting held on May 26, 2016 was circulated.

Ms. Bambridge – Mr. Buri

That the Minutes be received and filed.

Carried.

- b) Finance Committee Meeting

The written report of the Education Committee meeting held on May 26, 2016 was circulated.

Mrs. Bowslaugh – Ms. Bambridge

That the Report be received and filed.

Carried.

- c) Brandon School Division Long Service Pin Recognition Evening

Trustee Sefton provided a verbal report on this event which took place on May 26, 2016. He thanked the employees for their years of service and thanked all Division employees for all they do.

- d) Divisional Futures and Community Relations Committee Meeting

The written report of the Divisional Futures and Community Relations meeting held on June 2, 2016 was circulated.

Mrs. Bowslaugh – Mr. Murray

That the Report be received and filed.

Carried.

2.03 Delegations and Petitions

2.04 Communications for Action

- a) Mr. Rick Stallard, Principal, Waverly Park School, June 8, 2016, addressed to the Board of Trustees, requesting approval from the Board of Trustees to allow Waverly Park School and Administration to open the Time Capsule created and stored within the structure of the school 25 years ago. Mr. Stallard notes the date of celebration is scheduled for September 22, 2016 beginning with an assembly, followed by a come and go tea and the School's annual Open House. He adds that the Time Capsule will need to be opened prior to September 22, 2016 so that it can be presented and on display during the events taking place that day. The Board of Trustees is invited and welcomed to attend this joyous event.

Referred Motions.

2.05 Business Arising

- From Previous Delegation

- From Board Agenda

- MSBA issues (last meeting of the month)

- From Report of Senior Administration

- a) School Reports:
- NIL
- b) Learning Support Services Presentation:
- NIL
- c) Items from Senior Administration Report:
- NIL

2.06 Public Inquiries (max. 15 minutes)

2.07 Motions

73/2016 Mr. Murray – Ms. Bambridge

That the 2016-2017 budgeted funds allocated for Contract Cleaning at Vincent Massey High School be reallocated to purchase equipment, supplies and to hire necessary CUPE employees for janitorial services at Vincent Massey High School.

Trustee Murray noted that Trustees received an email earlier in the day from Keith Johnston, JCI Janitorial. Trustee Murray asked if the letter should be read in its entirety prior to the motion being voted on. Trustee Murray provided a summary of the letter received. Mr. Murray wanted it known that this information was received prior to the vote for transparency.

Trustee Bowslaugh made a motion to defer the motion until the In-Camera session.

Mrs. Bowslaugh – Mr. Bartlette

To defer the motion until the In-Camera session.

Defeated (5-3)

Trustee Murray and Trustee Kruck spoke in support of this motion.

Carried.

74/2016 Mr. Bartlette – Mrs. Bowslaugh

That the low Tender from Brandon Heating & Plumbing Ltd. for the Crocus Plains Kitchen Ventilation System Upgrade, as recommended by HSB Engineering Consultants Ltd., subject to the approval by the Public Schools Finance Board be accepted and that the Consultants be authorized to forward the tender to the Public Schools Finance Board for approval.

Trustee Bowslaugh asked questions for clarification regarding the tender for this project. Mr. Denis, Labossiere, Secretary-Treasurer, responded that the Public Schools' Finance Branch (PSFB) will be funding this project. PSFB is funding both the kitchen ventilation upgrade along with the roof replacement above, the total for both projects is over \$500,000. Mr. Labossiere added that PSFB has been involved with the results of the tender so they are aware of the tender. This project will be completed this summer. Trustee Sefton thanked the PSFB for funding this project, and Trustee Kruck thanked those from Brandon School Division who made the case for this to happen.

Carried.

75/2016 Mrs. Bowslaugh - Mr. Kruck

That according to the provisions of Policy 1009 – “Time Capsule”, approval be granted to Waverly Park School to open the Time Capsule created and stored within the structure of the school 25 years ago.

Carried.

76/2016 Mr. Kruck – Mr. Murray

That the Commitment of Participation Agreement with the Brandon Urban Aboriginal Peoples' Council (BUAPC) and the City of Brandon (City) be accepted as confirmation of participation in their joint Memorandum of Understanding for the purpose of enhancing education, employment opportunities, and business inclusion for Urban Aboriginal participants, and the Chairperson be and is hereby authorized to affix his signature thereto.

Carried.

2.08 By-Laws

By-Law 4/2016

Mr. Kruck

2nd Reading

That By-law 4/2016, being a by-law of the Board of Trustees of the Brandon School Division to regulate the proceedings of the Board of Trustees, for the purpose of amending By-law 3/2014 to make a change under “Section III, 2.00 Governance Matters” by adding New Business after Section 2.05 Business Arising, be now read for the second time, having been first read on May 24, 2016.

Trustee Sefton reminded the Board that second reading of a by-law is the time for amendments, questions, concerns and debate.

Trustee Bambridge noted she was not clear on the need for this addition. Trustee Kruck responded that this change would make it easier to get full Board feedback on an item.

Trustee Ross noted it seems redundant with Trustee Inquiries. She indicated if this is a standing item on the agenda, things are put out in the public without having considered them at all in Committee. She would prefer to continue as they already are – if someone has a question that it goes through Trustee Inquiries and then goes through a Committee.

Trustee Murray indicated that this addition does not say anything about having to make a decision or motion coming out of that. From there it can be deferred to a Committee with the blessing of the Board. He added that other organizations have this line on their agenda. He stated that he doesn't see that adding this line harms the Board in any way.

Trustee Sefton is concerned that this doesn't give the opportunity to do the research, and decisions can be made but could have repercussions. He added that going to a Committee allows for Senior Administration to do the necessary background and research. Trustee Sefton was opposed to this addition.

Trustee Bartlette spoke in favour this addition and of the openness and transparency of bringing items to the Board. He looks at it as being responsive, timely and correctly looking for direction as it is brought to the table.

Trustee Buri does not see the necessity of the addition with Trustee Inquiries already in place.

Trustee Bambridge made a clarification regarding the timeline Trustee Kruck noted it took to have his item placed on a Committee agenda.

Trustee Ross indicated this addition won't speed things up, as it will still have to be referred to a Committee. She does not want to debate an item without any background or information, and doesn't think it adds anything to the agenda that Trustee inquiries doesn't already fulfil.

Trustee Bowslaugh suggested the name be Trustee Inquiries or Community Inquiries, which would end up being a Committee item or a Senior Administration item.

Defeated (4-4)

2.09 Giving of Notice

2.10 Trustee Inquiries

Trustee Kruck:

"Do all other Divisions in Manitoba use the same procedure for determining Graduation Rates?"

Trustee Sefton asked if it is the will of the Board that Senior Administration research the calculation of graduation rates used by other school divisions by contacting the Manitoba School Boards Association. The Board agreed to this research.

Trustee Bowslaugh asked for the graduation dates of the four high schools. Mr. Mathew Gustafson, Assistant Superintendent, provided the dates:

Neelin High School Off-Campus Program - Thursday, June 23, 2016, McDiarmid Alliance Church, 7:00 p.m.

Vincent Massey High School – Friday, June 24, 2016, Westman Place, Keystone Centre, 1:00 p.m.

Crocus Plains Regional Secondary School – Monday, June 27, 2016, Westman Place, Keystone Centre, 2:00 p.m.

Neelin High School – Tuesday, June 28, 2016, Westman Centennial Auditorium, 2:00 p.m.

3.00 ADMINISTRATIVE INFORMATION:

3.01 Report of Senior Administration

Mr. Mathew Gustafson and Mr. Greg Malazdrewicz, Assistant Superintendents, provided highlights on the following items from the June 13, 2016 Report of Senior Administration:

- School Visit (May 24, 2016)
- Academic Preparedness – Valleyview Centennial School
 - Literacy
 - Guided Reading
 - Empower Reading Program
 - Numeracy
 - Kindergarten Data
- Global Citizenship – Green Acres School
 - Enrichment clusters – 3 sessions completed
 - Genius Hour
 - Cultural Experience – Brandon School Division Powwow at École New Era School.
 - Youth Revolution – We Day, Syrian Refugee Family Sponsorship, two volunteer visits to Helping Hands Soup Kitchen, and hosted a number of positive school initiatives throughout the year.
 - Mrs. Dickey’s grade 5 class – sundae fundraiser – donated \$447 to the Canadian Red Cross for Fort McMurray Fire Relief.
 - Grade 5 student Thomas Meier received the first-ever Manitoba Public Insurance Best Captain Award.
- Health and Wellbeing – École secondaire Neelin High School
 - Neelin Breakfast Club
 - Began in February 2015
 - Operates every morning from 8:10 a.m. to 9:00 a.m.
 - Breakfast is a “grab and go” where student can choose yogurt, milk and/or a fruit option every day. Once a week banana break, bannock or granola type bars are available.
 - Fresh fruit is available throughout the day in the front office.
 - 55 students per day pick up food items each morning
 - Funded by grants and private donations
 - Bullying Report
 - Student Achievements
 - Neighbourhood Clean-Up Campaign on May 16, 2016. Total mass of garbage collection from around the neighbourhood of the school was close to two hundred twenty kilograms (220 kg).
 - Physio First Food Drive in support of Samaritan House – students and staff helped to collect nine thousand three hundred fifty three (9353) pounds of food on May 28, 2016.
- Academic Preparedness – Manitoba Band Association – Honour Band
Mr. Gustafson provided information on the annual provincial honour band program.

Dr. Ross – Mr. Kruck

That the June 13, 2016 Report of Senior Administration be received and filed.

Trustee Kruck noted he was really impressed with the bullying report from Mr. Michael Adamski, École secondaire Neelin High School Principal. He also asked questions for clarification regarding the suspensions in particular cyber bullying.

Trustee Murray asked if suspensions are down significantly this year. Mr. Greg Malazdrewicz, Assistant Superintendent, responded that yes, at the end of semester one there was a significant drop, and believes that the report will be available for the July 11, 2016 Board meeting. Trustee Murray asked what Senior Administration would attribute this decrease to. Mr. Malazdrewicz responded that clear communication of expectations for students and students taking that to heart and also the level of support provided and interventions to assist students work through issues before they become volatile situations. Mr. Gustafson added that continued efforts by staff to continue to build relationships with students has paid dividends and also the focus to provide a range of programming supports.

Trustee Kruck asked questions for clarification regarding cyberbullying.

Trustee Bartlette asked questions for clarification regarding literacy and numeracy goals in Division schools.

Carried.

3.02 Communications for Information

3.03 Announcements

- a) Policy Review Committee Meeting – 12:00 p.m., Thursday, June 16, 2016, Boardroom.
- b) Brandon School Division Retirement/Resignation Dinner, 6:00 p.m., Thursday, June 16, 2016, Victoria Inn.
- c) Personnel Committee Meeting – 10:00 a.m., Tuesday, June 21, 2016, Boardroom.
- d) Facilities & Transportation Committee Meeting – 11:30 a.m., Tuesday, June 21, 2016, Boardroom.
- e) Education Committee Meeting – 10:00 a.m., Thursday, June 23, 2016, Boardroom.
- f) Finance Committee Meeting – 9:30 a.m., Friday, June 24, 2016, Boardroom.
- g) NEXT REGULAR BOARD MEETING – 7:00 p.m., Monday, June 27, 2016, Boardroom.

Mr. Kruck – Mrs. Bowslaugh

That the Board do now resolve into Committee of the Whole In-Camera. (8:16 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA

4.00 IN CAMERA DISCUSSION:

4.01 Student Issues

- Reports

- Trustee Inquiries

4.02 Personnel Matters

- Reports

- a) Confidential #1 – Personnel Report was presented.
- b) Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel matter.
- c) Trustee Bowslaugh requested information on a Personnel matter.

- Trustee Inquiries

4.03 Property Matters/Tenders

- Reports

- Trustee Inquiries

4.04 Board Operations

- Reports

- a) Trustee Sefton provided an update on a Board Operations matter.

- Trustee Inquiries

Ms. Bambridge – Mr. Buri

That the Committee of the Whole In-Camera do now resolve into Board.

Carried.

IN BOARD

77/2016 Mr. Bartlette – Mrs. Bowslaugh

That Confidential #2 and the recommendations therein by approved.

Carried.

5.00 ADJOURNMENT

Mr. Bartlette – Ms. Bambridge

That the meeting does now adjourn (8:47 p.m.)

Carried.

Chairperson

Secretary-Treasurer



BRANDON SCHOOL DIVISION

Facilities/Transportation Committee Minutes

Tuesday, June 21, 2016 – 11:30 a.m.
Boardroom, Administration Office

Present: G. Buri (Chair), G. Kruck, M. Sefton.
D. Labossiere, G. Malazdrewicz, M. Clark, R. Harkness.

Regrets: J. Murray.

Guests: Hope Switzer, Courtney Brister.

1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:31 a.m.

2. APPROVAL OF AGENDA

Trustee Kruck noted he had two items to add to the agenda. (These items were later deferred to the next Facilities and Transportation Committee Meeting due to time constraints.)

The agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the May 17, 2016 meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) BNRC Proposal to Bus High School Students via Brandon Transit

Ms. Hope Switzer, Energy Efficiency Coordinator, Brandon Neighbourhood Renewal Corporation, and Ms. Courtney Brister, Manager of Transit Services, City of Brandon, proposed a partnership with the Brandon School Division to use Brandon Transit buses instead of Brandon School Division school buses to transport High School students.

Trustees asked questions for clarification regarding logistics and the City's plan to handle approximately 1,400 riders in two, one hour windows, Monday to Friday. Ms. Brister responded that the City is first looking to see if there's interest from the Division, then they will look at logistics. She indicated that there are no plans in place at the moment. Trustee Sefton asked how many people can sit on a City bus. The response was 40 plus standing room, but that this number would include the public as well.

Mr. Kruck noted concerns with the buses all going downtown and the time it takes to travel from point A to point B. Ms. Brister responded that Brandon transit is doing a route review and there will be major changes in the next while, but that the buses will still likely be centered downtown.

Ms. Switzer suggested that both the City buses and the Division buses run in a 1 year pilot project to see who would take the city bus. This would allow Brandon Transit to see where ridership would be.

Mr. Denis Labossiere, Secretary-Treasurer, provided information on the number of high school students currently bused by BSD:

Bused Students			
	Urban	Rural	Total
Crocus Plains	672	94	766
Neelin	353	68	421
Vincent Massey	362	56	418
Off-Campus/Upper Deck	3	3	6
Total	1,390	221	1,611

Mr. Labossiere asked questions for clarification regarding who is funding the current Assiniboine Community College and Brandon University bus passes. Trustee Buri added that BSD students aren't the same age as BU and ACC students and wondered if some parents would have concerns with using City buses.

Trustee Sefton asked questions regarding the commitment on the part of the City to purchase buses for the increase in ridership and how many empty seats are on the buses from 8:00 a.m. to 9:00 a.m. Ms. Brister could not provide this information. Trustee Kruck asked if that information can be gathered and provided and Ms. Brister responded that she will look into it.

Mr. Harkness asked if the City is expanding or updating its fleet. Ms. Brister responded that Brandon Transit is updating their fleet.

Discussion took place regarding the cost of the bus passes and the administration costs involved with the purchasing of the passes. Ms. Switzer noted that BNRC could take on the administrative duties for \$6,000 per year on top of the student price for bus passes.

Trustee Sefton asked what the big benefit is to kids in riding the city bus? Ms. Switzer responded the big benefit is flexibility to get to school, work, a friend's house, etc. It would also reduce the carbon footprint and can be used in summer time.

Ms. Brister noted that at this time Brandon Transit is open to options and is gathering information. Ms. Brister will provide the information requested by the Committee and possibly attend another Committee meeting in the future.

B) Ameresco

Mr. Mel Clark, Directory of Facilities and Transportation, spoke to this item and noted that this year's Ameresco report shows \$37.6M in deferred costs required in the next five years, which is an increase of \$1M from the last report. He reviewed the document and pointed out the items that are listed as high priority, which consist of \$2.5M of the total.

Trustees asked questions for clarification.

(Trustee Sefton exited at 12:32 p.m. and returned at 12:36 p.m.)

C) 2015-2016 Facilities Report

Mr. Mel Clark, Director of Facilities and Transportation, spoke to this item and reviewed the schools and their current capacities. Mr. Clark spoke to the Summary Analysis document and noted that over the next 10 years, the projected enrollment of the Division will increase by over 1,500 students.

Trustees asked questions for clarification regarding school capacities. Mr. Greg Malazdrewicz, Assistant Superintendent, indicated that some art and resource rooms, along with staff rooms, have been given up to accommodate classrooms.

(Trustee Kruck exited at 12:59 p.m. and returned at 1:00 p.m.)

Trustees asked questions for clarification regarding school of choice applications received for Waverly Park School from those in the Riverheights School catchment.

D) Sub-Committee Reports

Workplace Safety and Health Committee Meeting – May 10, 2016

This item was deferred to the next Facilities and Transportation Committee meeting.

6. OPERATIONS INFORMATION

1. ACC – Facility Condition Assessment

Mr. Labossiere reviewed the letter from Stantec Architecture Ltd. requesting additional funds in regards to the ACC Facility Condition Assessment. The Committee agreed that the letter be forwarded to ACC for their review.

2. Letter from PSFB – Green Acres School – Gymnasium Addition – provided for information
3. Letter from PSFB – Crocus Plains – Kitchen Ventilation Upgrade – provided for information
4. Letter from PSFB – Crocus Plains – Roof Replacement Area A6 – provided for information
5. Letter from PSFB – New Project Leader – provided for information
6. Facilities Project Update - Deferred to the next Facilities and Transportation Committee Meeting

7. NEXT REGULAR MEETING: TBD, Boardroom

The meeting adjourned at 1:11 p.m.

Respectfully submitted,

G. Buri, Chair

G. Kruck

J. Murray

P. Bartlette (Alternate)



BRANDON SCHOOL DIVISION

Report of Senior Administration to the Board of Trustees

June 27, 2016

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III. Secretary-Treasurer

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“Accepting the Challenge”

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• Correspondence Received From Darryl Gervais, Director, Manitoba Education and Training to Chad Cobbe, Principal, Crocus Plains Regional Secondary School	11

This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.

Denis Labossiere, CPA, CGA
Secretary-Treasurer

A. Business Arising for Board Action

I. PRESENTATIONS

II. HUMAN RESOURCES

III. SECRETARY-TREASURER

1. **BIG BROTHERS AND SISTERS OF BRANDON MENTORING PROGRAM**

For Action.....D. Labossiere

The Big Brothers and Sisters of Brandon have forwarded the In-School Mentoring Contract for the 2016-2017 school year. Big Brothers and Sisters coordinate the program through a school liaison chosen by the Principal and make arrangements for the mentors assigned to each school/student. An Agreement has been prepared for the administration of the program and is attached as Appendix A for Board consideration. Should you have any questions, please call or have them discussed at the Board Meeting.

RECOMMENDATION:

That the Agreement between the Division and Big Brothers and Sisters of Brandon Association Inc., providing a partnership for student mentoring in all early years and middle years schools in Brandon School Division (excepting Spring Valley School) in accordance with the terms and conditions of said Agreement, be approved; and the Chairperson and Secretary-Treasurer be and are hereby authorized to affix their signatures and the seal of the Division thereto.

2. **COR ENTERPRISES INC. – ACADEMIC PROGRAM**

For Action.....D. Labossiere

An Agreement has been drawn up for the delivery of an Academic Program development by the Division in partnership with COR Enterprises Inc. for a Level III student currently enrolled in the Brandon School Division. (Appendix B). Mr. Greg Malazdrewicz, Assistant Superintendent has reviewed and approves of this Agreement. The Agreement is effective for the period September 6, 2016 to June 30, 2017. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Service Purchase Agreement between COR Enterprises Inc. and Brandon School Division for the delivery of an Academic Program developed by the Division in partnership with COR Enterprises Inc. for a Level III student for the 2016-2017 school year be approved in the amount of \$21,130 for the period

September 6, 2016 to June 30, 2017; and the Chairperson and Secretary-Treasurer are hereby authorized to sign same on behalf of the Division.

3. BRANDON SCHOOLS INSTRUMENTAL MUSIC ASSOCIATION AGREEMENT

For Action.....D. Labossiere

In the 2016-2017 budget, the amounts of \$28,300 for instrument purchases and \$37,400 to replace band registration fees was approved. This financial support is contingent on the Association maintaining their corporate status and signing an agreement with the Brandon School Division on a yearly basis. The Agreement has now been drawn up for the 2016-2017 school year and is attached as Appendix C. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Agreement between the Brandon Schools Instrumental Music Association (BSIMA) and Brandon School Division (Division) regarding the financial support to be provided by the Division to BSIMA be approved and the Secretary-Treasurer and the Chairperson are hereby authorized to sign same.

4. THE MANITOBA PUBLIC SCHOOL EMPLOYEES DENTAL AND EXTENDED HEALTH BENEFITS PLAN

For Action.....D. Labossiere

The Brandon School Division has received notice of the revised premiums for the Manitoba Public School Employees Dental & Extended Health Benefits Plan for the upcoming school year effective September 1, 2016. The Collateral Agreement and the Letter of Agreement between The Brandon Teachers' Association and The Brandon School Division have been revised to reflect the Extended Health and Dental Plan premiums for the 2016-2017 school year and are attached Appendices D and E. A motion is included in the agenda for Board consideration. Please contact me should you require further information.

RECOMMENDATION:

That the Collateral Agreement and the Letter of Agreement between The Brandon Teachers' Association and The Brandon School Division with respect to the Extended Health and Dental Plan premiums for the 2016-2017 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.

5. RECOGNITION OF TRADE EXPERIENCE

For Action.....D. Labossiere

Article 8.03 of the current Collective Agreement between the Division and the Brandon Teachers' Association provides for the recognition of increments for related experience for teachers holding a special certificate and employed in the areas of vocational

industrial education, agriculture and marketing education. These programs are offered at Crocus Plains Regional Secondary School.

Mr. Greg Malazdrewicz, Assistant Superintendent, and Ms. Alison Johnston, representative of the Brandon Teachers' Association, have reviewed the documentation submitted by Mr. Sloane identifying his related work experience as follows:

Mr. Trent Sloane, Vocational Industrials Arts Program – Automotive Technology, a total of 130 months or the equivalent of 10 years of relevant trade experience has been recommended granting 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, for a total of 6 (six) increments.

RECOMMENDATION:

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, 3 (three) increments for the first 3 (three) years of experience and an additional 3 (three) increments for the remaining years of experience, for a total of 6 (six) increments for work related experience be recognized for Mr. Trent J. Sloane.

IV. SUPERINTENDENT OF SCHOOLS

1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY REQUEST

For Action.....G. Malazdrewicz

Vincent Massey High School has submitted an off-site activity request (attached as Appendix F for Board of Trustees consideration) for one (1) female geography student in grade 10 to make a trip to Des Moines, Iowa from October 12 to October 16, 2016.

Mr. Bruce Shamray, Principal, Vincent Massey High School; Mr. Greg Malazdrewicz, Assistant Superintendent; and Mr. Denis Labossiere, Secretary-Treasurer have given approval for this trip. Approval from the Board of Trustees is respectfully requested.

RECOMMENDATION:

That the trip involving one (1) female Vincent Massey geography student in grade 10 to make a trip to Des Moines, Iowa from October 12 to October 16, 2016 be approved and carried out in accordance with Board Policy/Procedures 4001: Off-Site Activities.

V. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES

B. Administrative Information

I. HUMAN RESOURCES

1. PERSONNEL REPORT

For Information..... B. Switzer

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent of Schools and Secretary-Treasurer since the last meeting.

II. SECRETARY-TREASURER

III. SUPERINTENDENT OF SCHOOLS

1. *SCHOOL VISITS (JUNE 2 TO JUNE 15, 2016)*

School Visits

The following school visits were undertaken by Assistant Superintendent Gustafson during this reporting period:

- June 10, 2016 – Earl Oxford School
- June 15, 2016 – Earl Oxford School

School Update Meeting

The following school update meeting was undertaken by Assistant Superintendent Malazdrewicz during this reporting period:

- June 14, 2016 – Barbara Miller, Principal, King George School

2. *SCHOOL INFORMATION – IMPLEMENTATION OF STRATEGIC PLAN 2014-2017*

A. ACADEMIC PREPAREDNESS

ACADEMIC PREPAREDNESS AT VINCENT MASSEY HIGH SCHOOL

Report prepared by Mr. Bruce Shamray, Principal, Vincent Massey High School

As a staff we recognize the changing world our graduates are entering. We need to prepare our students to enter a rapidly changing economy in which they will fill jobs that haven't been created yet, work with technologies that haven't been invented, and deal with social problems that we can't even know about. To meet the needs of our students Vincent Massey High School will be incorporating Dan Buckley's SECRET skills as a part of our learning goals. SECRET skills include: Self-Management, Effective Participation, Creative Thinking, Reflective Learning, Independent Enquirer, and Team Work.

During the 2015-2016 school year Vincent Massey High School staff members have been introduced to the SECRET skills in co-operation with the Brandon School Division (BSD) Personalized Learning Committee. Teachers spent time identifying how these skills can be integrated into their current instructions practices by working through hands on activities and co-operative PLC planning. Beginning in the fall 2016, teachers will begin using the terminology of SECRET in their daily classroom interactions with students. Students and teachers will set goals in regards to practicing some or all of the SECRET skills. Vincent Massey High School's professional development goals over the next three years will be to focus on one skill per term by way of Professional Learning Community (PLC) meetings and professional development opportunities.

We feel this initiative is already providing positive results as this quote from students who were interviewed by the Division Futures and Community Relations Committee supports "No bullying; fun activities; sports are fun and doing well; Advanced Placement (AP) classes are good; environment makes you strive for academic success; challenges between students for marks is good; safe; classes are good; learning lots; variety of clubs; welcoming feeling; good student-teacher relationship; everyone feels included."

Student Achievements

Students of Vincent Massey High School who take AP Biology have the opportunity to participate in a National Biology Competition sponsored by the University of Toronto. Initially it was a Canadian contest but it now attracts attention from international schools as well.

Out of the sixteen (16) Vincent Massey High School students that wrote the contest exam, fourteen (14) of them received scores higher than the Canadian average. Most notably, three (3) of those were amongst the top one hundred (100) student scores out of approximately three thousand two hundred (3,200) Canadians that competed. This earned each of them the title of "National Biology Scholar".

Five (5) students were required to form a team. As a result of the AP program, Vincent Massey High School is able to compete for the team awards. This year Vincent Massey High School placed ninth out of two hundred sixty three (263) Canadian teams. This team score placed Vincent Massey High School first in the province. The Vincent Massey High School team score was derived from the scores of Daniel Lysak (scored in the top one percent), Jessica Li (top two percent), Emma-Leigh Doerksen (top two percent), Jessica Choi (top seven percent), and Mignon Visser (top ten percent). All in all, it was another successful year for the Biology students at Vincent Massey High School and they work very hard to achieve these fantastic results. Well done!

Vincent Massey High School participated in the Canadian Association of Physicist's Prize Examination. Out of one hundred fifteen (115) of the Province's best Physics

students Demiana Ekladios placed tenth, and Nathan Fugleberg placed first! When ranked against the top eight hundred forty six (846) physics students in Canada Demiana ranked sixty fifth and Nathan ranked thirteenth. This is the third time in the past ten years since we started AP Physics that we have had a student place first in the province.

B. GLOBAL CITIZENSHIP

GLOBAL CITIZENSHIP AT ÉCOLE HARRISON

Report prepared by Mr. Craig Laluk, Principal, École Harrison

At École Harrison, we have been monitoring our results in the Tell Them From Me survey for our grades 4 to 8 students very carefully over the past four years in order to provide student support where it is needed most. While we are above the Canadian norm for a comparable school, we have been seeking to increase the number of students reporting being interested and motivated in their learning to seventy five percent (75%) by June of 2017. These results have been steadily increasing.

We have had many actions to support this. We have regularly scheduled clusters that have been organized by our High Ability Learner Enrichment Programming (HALEP) teacher but facilitated by the students themselves. These clusters happen every six days. We have also had three special parent-led clusters throughout the school year, culminating in June of every year. Examples of these clusters are website design, computer coding, tennis, Field to Fork at Assiniboine Community College Greenhouses, Rube Goldberg machines, cup stacking, art connects, dance, and running club at Brandon University. These have been particularly motivating for our students as a part of our schoolwide enrichment practices.

We have been involved in supporting many local causes as a means to making a difference in our community and developing an understanding of the sources of our food. A recent art show and sale (with pieces made by every classroom) raised over one thousand dollars (\$1000) for Samaritan House ministries food bank. Our Farm to School fundraiser and Feed the Hungry (three hundred ninety five (395) pounds of food) campaigns in the fall contributed to significant donations of food to Helping Hands Soup Kitchen. We also hosted a Made in Manitoba Breakfast through Agriculture in the Classroom where our students developed a greater understanding of the sources of breakfast foods. Our parents, staff, and community members volunteered to make this an exceptional event.

École Harrison has also been very proud to have taken the lead in the No Stone Left Alone initiative during the month of November to educate, respectfully remember, act and honour all soldiers' headstones with the symbol of remembrance, the poppy. It has been an excellent way for our students to engage in the solemnity of Remembrance Day and we have been happy for other schools to have joined us this past school year.

Student Achievements

Our Y-Revolution students play a significant role in our school in terms of student leadership and modeling the importance of giving back to our community. These students raised money through a bake sale for “Moms Without Borders” for their efforts in Haiti, they did a classroom coin drive to help with clean water and sanitation for a village in Kenya, and they collected mitts and hats for the clothesline at the Global Village in downtown Brandon. Bravo Y-R!

Kallie Enns, one of our wonderful Y-Revolution students in grade 7, was awarded with a Distinction award for all of the work that she has been a part of in the 2015-2016 school year.

C. HEALTH AND WELLBEING

HEALTH AND WELLBEING AT ÉCOLE NEW ERA SCHOOL

Report prepared by Mr. Phil Vickers, Principal, École New Era School

One of our three year goals at École New Era School is “by 2017, eighty percent (80%) of students will report having a positive sense of belonging at École New Era School and eighty percent (80%) of grade 7/8 students will report aspirations to complete high school”.

We have utilized numerous projects to support this goal. Two projects that are continually mentioned by staff and students as key parts of our school are our Student Leadership Team and our Holiday Feast.

On Wednesday, December 16, 2015 our school had the chance to come together as a whole school community to start off and celebrate the holiday season with a grand meal in the gymnasium. This meal was prepared for six hundred (600) students, staff members, and community volunteers. The menu consisted of one hundred ninety five (195) pounds of potatoes, twelve (12) twenty five (25) pound turkeys, ninety four (94) boxes of stuffing, ten (10) large hams, six hundred (600) buns, gravy, and corn.

The staff came together to make decorations, center pieces, clean up, and supervise. The older students in the school played a key role in setting up the tables and chairs, and helping bring in the food for the celebration.

Being able to have that atmosphere in the gymnasium; seeing all the students eat and laugh with their friends really helped boost the holiday spirit in our building, as well as bring our school community much closer together.

Once again, the École New Era School Student Leadership Team (SLT) exuded school spirit, kindness, and hard work. They supported our school by strengthening school spirit through assemblies, dances, spirit days, and a gym blast. The SLT also promoted leadership in positive ways by holding events such as Terry Fox

fundraising activities, organizing and running a Christmas Store (this store is run by students for students), and running Day of Pink activities. In addition to this, in collaboration with our Parent Advisory Council and Applebee's Restaurant, the SLT ran a pancake breakfast with proceeds going toward the Samaritan House and the Humane Society. Again this year, our SLT students offered their time during lunch hours, recesses, after school, and in the community to promote cooperation and unity. Our Student Leadership Team continues to have a powerful presence in our school and we are very proud of their accomplishments.

3. ADMINISTRATIVE AND STATISTICAL INFORMATION

SUSPENSIONS

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
Betty Gibson	1 total	1 – 3 day	Assaultive Behaviour
Crocus Plains	4 total	2 – 3 day	Drug and Alcohol Policy
		1 – 3 day	Assaultive Behaviour
		1 – 3 day	Unacceptable Behaviour
Earl Oxford	1 total	1 – 3 day	Assaultive Behaviour
Neelin	5 total	3 – 3 day	Unacceptable Behaviour
		2 – 5 day	Unacceptable Behaviour

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ENROLMENT UPDATE / MAY 31, 2016

Currently the Brandon School Division has 1342 English as an Additional Language (EAL) students.

- 19 new registrations were received from May 1 - 31, 2016;
- 7 students left the Brandon School Division from May 1 - 31, 2016.

The number of new EAL registrations received to date for the 2015/2016 school year is as follows:

Month of Registration	Number of New EAL Registrations Received
September 2015	178
October 2015	17
November 2015	18
December 2015	5
January 2016	16
February 2016	5
March 2016	3
April 2016	31
May 2016	19
Total	292

The current school totals for *continuing students* are as follows:

	Current Total	Students who have left the Division 2015/2016	Students who have left the Division 2014/2015	EAL Discontinued (Stage 5+) 2015/2016	EAL Discontinued (Stage 5+) 2014/2015
Alexander	3		1		
Betty Gibson	119	6	6		
Crocus Plains	80	11	30	82	115
Earl Oxford	68	5	6		
George Fitton	99	12	9		
Green Acres	23		3		
Harrison	5				
J.R. Reid	42	3	3		
King George	102	6	6		
Kirkcaldy Heights	35	2	3		
Linden Lanes	32	4			
Meadows	100	5	15		
Neelin	42	8	7		
New Era	123	16	4		
O'Kelly	32	9	2		
Riverheights	125	2	5		
Riverview	45	1	2		
Spring Valley	32				
St. Augustine	50	1	1		
Valleyview Centennial	18	3			
Vincent Massey	109	10	7	45	38
Waverly Park	58	2			
Total	1342	106	110	127	153

The number of students who left Brandon School Division from May 1 – 31, 2016 is seven (7). Of these students:

- four (4) moved out of Division;
- two (2) moved out of province; and
- one (1) moved out of country.

Two (2) students changed catchment areas from May 1 - 31, 2016.

4. CORRESPONDENCE

CORRESPONDENCE RECEIVED FROM DR. FRASER LINKLATER, VICE-PRESIDENT, MANITOBA BAND ASSOCIATION, ASSOCIATE PROFESSOR AND DIRECTOR OF BANDS, UNIVERSITY OF MANITOBA

The following correspondence has been received from Dr. Fraser Linklater, Vice-President, Manitoba Band Association, Associate Professor and Director of Bands, University of Manitoba:

The Manitoba Band Association wishes to acknowledge the outstanding work that Graydon Cramer has done and continues to do as the Westman Region representative of the Manitoba Band Association.

The Manitoba Band Association is a non-profit organization devoted to the development of band in Manitoba.

Thank you for your support of Mr. Cramer as he serves the Manitoba Band Association and the music students of Manitoba!

CORRESPONDENCE RECEIVED FROM DARRYL GERVAIS, DIRECTOR, MANITOBA EDUCATION AND TRAINING TO BRUCE SHAMRAY, PRINCIPAL, VINCENT MASSEY HIGH SCHOOL

The following correspondence has been received from Darryl Gervais, Director, Manitoba Education and Training to Bruce Shamray, Principal, Vincent Massey High School:

As you are aware, Sukhminder Bath is a member of the Grade 12 Applied Mathematics Test Development Committee. I would like to draw your attention to the outstanding contribution that Sukhminder has made to the committee. He has demonstrated a high level of commitment, leadership, and skill in group facilitation while involved with committee work.

The Instruction, Curriculum and Assessment Branch appreciates the time, effort, and professional expertise that Sukhminder has brought to the test development process. We also value and appreciate the fact that you made it possible for him to attend the committee meetings that took place during the 2016/2016 school year.

We sincerely hope that Sukhminder has found this experience to be professionally rewarding. Again, thank you for allowing a member of your staff to share his experience and knowledge with the committee.

CORRESPONDENCE RECEIVED FROM DARRYL GERVAIS, DIRECTOR, MANITOBA EDUCATION AND TRAINING TO CHAD COBBE, PRINCIPAL, CROCUS PLAINS REGIONAL SECONDARY SCHOOL

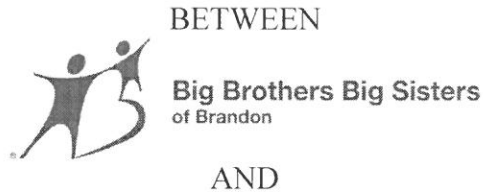
The following correspondence has been received from Darryl Gervais, Director, Manitoba Education and Training to Chad Cobbe, Principal, Crocus Plains Regional Secondary School:

As you are aware, Diane Kulberg is a member of the Grade 12 English Language Arts Test Development Committee. I would like to draw your attention to the outstanding contribution that Diane has made to the committee. She has demonstrated a high level of commitment, leadership, and skill in group facilitation while involved with committee work.

The Instruction, Curriculum and Assessment Branch appreciates the time, effort, and professional expertise that Diane has brought to the test development process. We also value and appreciate the fact that you made it possible for her to attend the committee meetings that took place during the 2016/2016 school year.

We sincerely hope that Diane has found this experience to be professionally rewarding. Again, thank you for allowing a member of your staff to share his experience and knowledge with the committee.

THIS AGREEMENT made in Duplicate as of the _____ day of _____ 2016.



BRANDON SCHOOL DIVISION

WHEREAS it is in the mutual interest of Big Brothers Big Sisters of Brandon and the Brandon School Division that the Mentors screened and approved with Big Brothers and Sisters of Brandon will find placement in pre-selected schools (schedule A attached) to meet with a Mentee during school hours on school grounds.

NOW THEREFORE this agreement witnesseth that in consideration of the mutual covenants herein contained the parties hereto agree that:

1. This agreement shall commence on August 31, 2016.
2. Liaison between Mentors and the pre-selected school shall be by and through the following persons:
 - (a) A teaching staff member within each school chosen by the principal chosen on behalf of Brandon School Division
and
 - (b) the In-School Mentoring Coordinator or a designate on behalf of Big Big Brothers and Sisters of Brandon.

(collectively referred to as the "Liaison")

The Big Brothers Big Sisters of Brandon Liaison will meet in person or by telephone on a regular and planned basis.

3. The Liaison shall plan in advance of the expected commencement dates each academic year, preferably two or three months in advance, for the Mentors to start meeting with the Mentee. The Liaison shall make any changes relating to the In-School Mentoring Program which are required during the course of each academic year.
4. Big Brothers Big Sisters of Brandon shall present to each pre-selected school as early as possible all necessary relevant information including:
 - a. the number of Mentors available to be placed
 - b. the days and times of their attendance
 - c. the names and telephone numbers of each Mentor
 - d. a copy of all Mentor criminal records check and child abuse registry
 - e. the expectations of each school that is participating in the program

5. All screening and Monitoring will be completed by the In-School Mentoring Coordinator as per Big Brothers Big Sisters of Canada standards (Schedule C attached).
6. The Liaison for both the school and Big Brothers Big Sisters of Brandon will set a time when the Mentor will commence coming to the school and will be introduced to the Mentee. During the initial visit between Mentor and Mentee selected current policies as well as such regulations and procedures as are deemed appropriate will be explained by the Mentoring coordinator to the Mentor and Mentee.
7. The Mentoring school will provide to the best of its ability for the Mentor of Big Brothers Big Sisters without charge to Big Brothers Big Sisters such facilities as are normally provided to the Mentors.

The Mentoring school shall be responsible for providing on-site instruction to and supervision of the Mentee engaged in the In-School Mentoring Program, provided, however, that this shall not exclude the instruction and supervision of such Mentees by Big Brothers Big Sisters of Brandon, and when such is necessary, and when such is agreed upon by the Liaison.

8. Big Brothers Big Sisters of Brandon Association Inc. agrees to indemnify and save harmless the division from any damage or destruction caused to the selected schools or any of its furnishings, which occur as a result of the In-School Mentoring Program, and further will indemnify and save harmless the Division from any claim being made against it as a result of the operation of the In-School Mentoring Program, which without restricting the generality of the foregoing, shall include the negligent act or omission of Big Brothers Big Sisters of Brandon Association Inc., its agents or volunteers.
9. This agreement may be terminated any time by either party giving four (4) months written notice to the other party. This agreement may be terminated at any time without notice, in the event that there is a breach of the agreement.
10. The parties may amend any provision of the Agreement at any time upon mutually so agreeing in writing.
11. Big Brothers and Sisters of Brandon Association Inc., shall provide and maintain a liability insurance policy for at least 2 million dollars, with the Brandon School Division being named as co-insured under the policy, and to have the insurer provide proof of such insurance prior to commencement of the program.
12. Big Brothers Big Sisters of Brandon Association Inc., and the Brandon School Division agree to inform each other of any In-School Mentoring program communication related to the media.
13. Provision must be included for Abuse Registry and Criminal Record Checks completed and filed with the Division prior to any agreements/arrangements for placement as per division policy (schedule B attached).

14. The In-School Mentoring Coordinator will check in person all relevant files pertaining to the Mentoring Program on a weekly basis, and will make contact with the Mentor either in-person or by phone at the beginning, middle and end of the year, when the match closes, or if there are difficulties with the match.

The Liaison will choose which children will become Mentees and have a signed waiver from the parent or legal guardian, upon receipt of the waiver the In-School Mentoring Coordinator will meet with each Mentee individually to discuss the Mentoring Program, child safety and to assess the child's response to joining the program. All Mentees will meet with the Coordinator at the beginning of each match as well as in the middle and the end of the school year, when the match closes, or if there are difficulties with the match. The school or Big Brothers Big Sisters will notify the other in the event of a match closure. All Mentees will be reassessed following match closure.

15. In the event a Mentee discloses any abuse experience to a Mentor, the school will deal with the disclosure according to Board of Education policy and provide support to the Mentor in reporting the incident. The school shall inform Big Brothers Big Sisters of Brandon of the situation.
16. All meetings of the Mentor and Mentee shall take place on school property when school staff are available. Mentors may attend school organized and supervised events no more than twice per year with written and signed consent of both the parent or legal guardian and school official. This consent must be maintained in the Mentor's file. The Mentor and Mentee may attend Big Brothers Big Sisters events so long as such events are supervised by agency staff and the Mentee is transported by the agency or other transportation is provided by the parent/guardian of the Mentee. The only time a child can be transported to an agency event by a Mentor is if Mentee and Mentor reside in a community located outside the city of Brandon and there is no other means of transportation. The Mentor may not see the child outside of the school in any other circumstances. Letters may be used as a form of communication during periods where the Mentor and Mentee do not have regular contact only if such letters are directed through Big Brothers Big Sisters of Brandon.
17. The Teen Mentoring program will follow all guidelines set for the In-School Mentoring program regarding screening and time commitment as well as each teen mentor:
 - a. must be in grades 11 or 12
 - b. must be attending Crocus Plains Regional Secondary School, Vincent Massey High School or Neelin High School during the 2016-2017 school year
 - c. have one spare class to complete the mentoring
 - d. provide their own transportation to and from their mentee's school
 - e. show they have the ability and maturity to keep the commitment for one full school year
 - f. will provide a reference from a teacher, guidance counselor or principal from their school
 - g. where the mentor is under 18 years of age will have a parent or guardian sign a waiver form allowing their child to participate in the Teen Mentoring program
18. All notices to be given by either party to the other under this Agreement shall be delivered, sent by facsimile transmission, or mailed by registered or certified post, postage prepaid, addressed to such other party respectively as follows:

If to The Brandon School Division:

Brandon School Division
Superintendents' Department
1031-6th Street
Brandon MB R7A 4K5

If to Big Brothers and Sisters of Brandon:

Big Brothers Big Sisters
of Brandon Association Inc.
153A – 8th Street
Brandon MB R7A 3W9

IN WITNESS THEREOF the parties have hereto executed these presents on the day and year first above written.

Brandon School Division:

Big Brothers Big Sisters of Brandon

Chairperson

Executive Director

Secretary-Treasurer



President

THIS AGREEMENT made in duplicate this _____ day of _____, 2016

BETWEEN:

BRANDON SCHOOL DIVISION

Hereinafter call the Division

Of the First Part,

- and -

COR ENTERPRISES INC.

WITNESSETH THAT:

WHEREAS a Level III student is currently enrolled in the Brandon School Division;

AND WHEREAS an Agreement has been reached between the Division and COR Enterprises Inc. who will facilitate the delivery of the Academic Program developed by the Division in partnership with COR Enterprises Inc. for the student;

AND WHEREAS the Division receives Level III grant funds of approximately \$21,130 annually to assist in the delivery of the Academic Program for the student and has agreed, subject to the terms of this Agreement, to turn a portion of those grant funds over to COR Enterprises Inc.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreement herein contained, the Parties agree as follows:

- a) COR Enterprises Inc. covenants and agrees to facilitate the delivery of the services as approved by the Brandon School Division for the Level III student and to facilitate the delivery of the same in non-divisional premises.

- b) In consideration of the assumption by COR Enterprises Inc. for responsibility to facilitate the delivery of the Academic Program, the Division covenants and agrees to transfer to COR Enterprises Inc. the applicable portion of the Level III grant which it receives from the Province of Manitoba, the grant is currently in the approximate amount of \$21,130 annually.
- c) This Agreement shall commence on the 6th day of September, 2016 (the "Effective Date") and shall continue until the 30th day of June, 2017.
- d) COR Enterprises Inc. agrees to indemnify and save harmless the Division for any claim which might be made against the Division, from and including the Effective Date, with respect to its primary responsibility to facilitate the delivery of the services for the Level III student.
- e) This Agreement may be terminated on 30 days notice by either party.
- f) This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2016, and COR Enterprises Inc. has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2016.

BRANDON SCHOOL DIVISION

COR ENTERPRISES INC.

CHAIRPERSON

SECRETARY-TREASURER

THIS AGREEMENT made in duplicate this _____ day of _____, 2016

BETWEEN:

BRANDON SCHOOL DIVISION

Hereinafter called the Division

- and -

BRANDON SCHOOLS INSTRUMENTAL MUSIC ASSOCIATION

Hereinafter called BSIMA

WITNESSETH THAT:

AND WHEREAS an Agreement has been reached between the Division and Brandon Schools Instrumental Music Association;

AND WHEREAS the Division will support Brandon Schools Instrumental Music Association in the amount of \$28,300 for instrument purchases and \$37,400 to replace band registration fees for the 2016 - 2017 school year.

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreement herein contained, the Parties agree as follows:

1. Brandon Schools Instrumental Music Association agrees to provide copies of its Incorporation status prior to August 1st of each year to the Brandon School Division before any funding is transacted.
2. The Brandon School Division agrees to disburse the funds outlined in this agreement to the Brandon Schools Instrumental Music Association as follows:
 - a. The Division agrees to pay BSIMA the funding to replace band registration fees on or after August 1st within a thirty (30) day period; and

- b. BSIMA agrees to submit invoices for instrument purchases to the Division to be paid by the Division up to \$28,300. Any purchases submitted to the Division over and above \$28,300 will be invoiced back to BSIMA and will be subject to the payment conditions stated on the invoice.
 - c. The annual band registration funding of \$50/band student shall be calculated using the actual number of Grade 7 to Grade 12 band students enrolled as of the Term 1/November report for the preceding school year.
3. Brandon Schools Instrumental Music Association agrees to use the funding designated for instrument purchases (\$28,300) for that purpose.
4. Brandon Schools Instrumental Music Association agrees to use the funding designated to replace band registration (\$37,400) for that purpose.
5. This Agreement shall commence on the 1st day of August, 2016 (the "Effective Date") and shall continue until the 31st day of July, 2017.
6.
 - (a) This Agreement may be terminated on thirty (30) days notice in writing by either party, such notice to be addressed to, in case of the Division, Secretary Treasurer, and in the case of the BSIMA, the President.
 - (b) This Agreement will also be terminated in the event of default of either party of any term or condition of this Agreement, but only provided that the party not in default has served notice of default on the defaulting party, and after fifteen (15) days from the date of sending of such notice, the defaulting party has failed to cure its default.

For the purpose of this Agreement, default shall include, but not be limited to the following:

- i. Failure by the Division to advance the monies pursuant to this Agreement;
- ii. The failure of the BSIMA to use the funding for instrument purposes pursuant to Paragraph 3, and/or to replace band registrations as set out in Paragraph 4;
- iii. The failure of the BSIMA to maintain its corporate registration and its Annual Returns throughout the course of the term of this Agreement; and
- iv. The bankruptcy or insolvency of either party.

7. This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the Division has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this _____ day of _____, 2016, and Brandon Schools Instrumental Music Association has executed these presents by the hand(s) of its proper signing officer(s) in that behalf, this 15th day of June, 2016

Brandon School Division

Brandon Schools
Instrumental Music
Association (BSIMA)

Chairperson

President

Secretary-Treasurer

Financial Officer

THIS COLLATERAL AGREEMENT made this _____ day of _____, 2016

BETWEEN:

THE BRANDON SCHOOL DIVISION
(hereinafter referred to as the "Division")

OF THE FIRST PART,

- and -

**THE BRANDON TEACHERS' ASSOCIATION OF
THE MANITOBA TEACHERS' SOCIETY**
(hereinafter referred to as the "Association")

OF THE SECOND PART.

WHEREAS pursuant to the Collective Agreement effective July 1, 2014 to June 30, 2018, made between the Division and the Association, the Division has agreed to participate in the administration of the Manitoba Public School Employees Extended Health Benefits Plan (the "Plan") for all of the eligible employees (the "Employees") as described by the Manitoba Public School Employees Dental & Extended Health Benefits Plan Trust (the "Trust") in the employ of the Division; and

WHEREAS the Division and the Association desire to set forth the terms and conditions under which the Division shall so participate in the administration of the Plan; and

WHEREAS pursuant to a certain agreement made between the Manitoba School Boards Association, the Manitoba Teachers' Society and the Trust, the Trust is responsible for the formulation, implementation and operation of the Plan.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants herein contained, the parties hereto hereby agree as follows:

1. The preamble hereto shall form an integral part hereof.
2. The terms and conditions of the Plan shall be as formulated by the Trust.
3. Subject to the terms of the Agreement, the Division and the Association shall comply with any administrative or underwriting requirements in respect to the Plan stipulated by the Trust and/or by the insurer appointed by the Trust to administer the Plan.
4. The Division shall make the following payments:
 - a) Subject to paragraph (b) which follows, commencing the September 2016 year, the Division shall pay monthly \$112.50 on behalf of each Employee in respect of the Extended Health plan, and the

Division shall pay monthly \$118.75 on behalf of each Employee in respect of the Dental plan said \$112.50 and \$118.75 being the monthly rates for family coverage under each plan.

Such payments shall be made to the Trust or to such party as the Trustees shall designate in writing.

- b) Where an Employee is entitled to and has so elected for reduced coverage, as permitted under the terms of the Plan, that is, coverage for Employee and one dependent (spouse or child) only, or for Employee only, or for no coverage in the event of the Employee having alternate employer-sponsored group dental or health coverage, as the case may be, the Division shall pay to the employee the difference in the monthly rate under each plan between family coverage and the coverage elected by the Employee.
 - c) For each year thereafter, the Division shall pay monthly on behalf of each Employee an amount not to exceed the amount payable by the Division for each Employee in the preceding year (taking into account payments referred to in both sub-paragraphs (a) and (b) of this paragraph 4) increased or decreased by a percentage equivalent to the percentage negotiated or awarded on average for the salary schedule of the Employees in the current year.
- 5. It is understood and agreed by the Association that any eligible Employees employed on or after the effective date of the implementation of the Plan shall be required to participate in the Plan unless entitled to elect out of the Plan as may be permitted under the terms thereof.
 - 6. This Agreement may be terminated by either of the parties hereto effective the first day of September of a particular calendar year provided that not less than twelve (12) months written notice of such termination is given by the party terminating this Agreement to the other party hereto.
 - 7. Any notice required or permitted to be given hereunder shall be deemed to be effectively given if mailed by registered mail, postage prepaid or delivered by bonded carrier to the parties at the following addresses:

To the Division:

**BRANDON SCHOOL DIVISION
1031 - 6th St
BRANDON MB R7A 4K5**

To the Association:

**BRANDON TEACHERS' ASSOCIATION
Unit D4- 800 Rosser Avenue
BRANDON, MB R7A 6N5**

and if mailed as aforesaid, shall be deemed to have been given on the fifth (5th) business day next following that upon which the letter containing such notice was posted.

8. Time shall be of the essence of the Agreement which Agreement shall be governed by the laws of the Province of Manitoba.
9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Division has caused its Corporate Seal to be hereunto affixed duly attested by the signatures of its proper officers in that behalf, the day and year first above written.

THE BRANDON SCHOOL DIVISION

Mark Sefton, Chairperson

Denis Labossiere, Secretary - Treasurer

IN WITNESS WHEREOF the Association has caused this Agreement to be executed as duly attested by the signatures of the proper officers of the Association.

**THE BRANDON TEACHERS' ASSOCIATION
OF THE MANITOBA TEACHERS' SOCIETY**

Alison Johnston, President

Peter Buehler, Secretary

LETTER OF AGREEMENT
Manitoba Public School Employees Extended Health Plan

Between the

Brandon Teachers' Association
of the Manitoba Teachers' Society

and the

Brandon School Division

RE: September 2016 Salary grids net of Extended Health Plan and Dental Plan

The Division administers the Manitoba Public School Employees Extended Health Plan as per The Collateral Agreement dated _____ for the members of the Brandon Teachers' Association. Teachers who are participants in the Extended Health Plan shall be paid according to Article 4 in The Collateral agreement. The following salary schedule reflects the provisions of Article 4 of The Collateral Agreement for September 2016.

Year 3: 2016-17

\$2,775 Annual Benefit Premium (dental & extended health)

Yrs. Exp.	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7
0	34,770	38,569	42,771	51,704	55,386	58,710	62,460
1	36,313	40,715	45,092	54,696	58,481	61,968	65,773
2	37,862	42,860	47,416	57,682	61,575	65,224	69,084
3	39,407	45,007	49,742	60,675	64,670	68,481	72,396
4	40,954	47,151	52,064	63,667	67,763	71,739	75,708
5	42,501	49,296	54,390	66,657	70,861	74,997	79,021
6	44,046	51,443	56,717	69,647	73,955	78,256	82,333
7	45,648	53,589	59,038	72,640	77,047	81,513	85,644
8			61,397	75,631	80,144	84,772	88,957
9				78,620	83,239	88,029	92,268
10				81,611	86,333	91,284	95,581

DATED at Brandon, Manitoba this _____ day of _____, 2016.

Signed and agreed on behalf of
THE BRANDON SCHOOL DIVISION

Mark Sefton, Chairperson

Denis Labossiere, Secretary-Treasurer

Signed and agreed on behalf of
THE BRANDON TEACHERS' ASSOCIATION
OF THE MANITOBA TEACHERS' SOCIETY

Alison Johnston, President

Peter Buehler, Secretary

Appendix 'A'

Dear Board of trustees

Hello, my name is Alice Rooke, and I am a grade 9 student at Vincent Massey High school.

In the past few months I have been in the application process of a program called the Global Youth Institute. After submitting sample essays and various things; I had an interview with representatives from Agriculture in the Classroom, Manitoba 4H and a GYI representative. Along with another student, I have been selected to represent Manitoba at a world Food Prize conference in Des Moines, Iowa.

GYI is an agricultural program that asks young students from around the world to come forward and discuss the matter of food security in an effort to combat global hunger. As a delegate, I am required to choose a given area in food security, ranging from plant science, animal agriculture, to food transportation. We are then asked to create a concept within this area; and place that concept with a low earning family in a developing country. The research essay I complete will be sent to Canadian experts and they will offer their comments on this matter.

This program works in cooperation with high schools, and I am required to have a teacher mentor to help guide my essay, as well as travel with me to Des Moines. Mr. Darren Duncalfe, my Geography teacher and I are completely sponsored for the conference in Des Moines, Iowa. As per Brandon School Division policy, I will also be bringing my mother as a female chaperone.

At the symposium I will be presenting my ideas to world class experts, leaders, and students from all around the world; as well as interact with Nobel and World Food Prize Laureates. This conference will be a springboard for my future career in agriculture and will provide opportunities for scholarships and allow me to build a network of connections.

This co-curricular event coincides with the Manitoba's Grade 10 Geography curriculum unit, Food from the Land. The Global Youth Institute program connects directly to my agricultural background and aligns with my current learning goals, both of which I am extremely passionate about.

I am requesting from the Board of Trustees, approval and financial support for this international conference. I would be honored to represent the province of Manitoba, the city of Brandon, the Brandon School Division and Vincent Massey High School, in Des Moines at the Global Youth Institute. Thank you for your time and consideration.

Sincerely,

Alice Rooke



BRANDON TEACHERS' ASSOCIATION

The Town Centre
Unit D4 – 800 Rosser Avenue
Brandon, MB R7A 6N5
Ph: (204)729-3141
Email: Office@btateach.com
Website: www.btateach.com

June 7, 2016

Dr. Donna Michaels, Superintendent
Brandon School Division
1031 – 6th Street
Brandon MB R7A 4K5

Appendix 'B'

Dear Dr. Michaels:

The following is for your information:

The officers of the Brandon Teachers' Association for the term beginning July 1, 2016 and continuing to June 30, 2017 are:

Peter Buehler	- President
Cale Dunbar	- Vice President
Lionel Ogg	- Treasurer
Alison Johnston	- Secretary
Tammy Tutkaluk	- Member-at-Large

The Standing Committees of the Association will be chaired by:

BTA CoSL	- Kelly Braun
Budget Committee	- Lionel Ogg
Collective Bargaining	- Tammy Tutkaluk
Constitution Committee	- Cale Dunbar
Education Finance	- Mary Louise Davis
Employee Benefits	- Angela McGuire-Holder
Equity & Social Justice	- Lynn Nicol
Nominations	- Jodi Armour, Jenna Sambrook
Professional Development	- Karleigh Harvey-Zenk
Public Relations	- Dan Cowell
Resolutions	- TBA
Thinking of You	- Angela McGuire-Holder
Workplace Safety & Health	- Erik Been

Sincerely,

Alison Johnston

President

Brandon Teacher's Association

Copies: BSDO Secretary Treasurer's Office, Chair of the Board of Trustees